

Officer's Club

Fort Mason

National Park Service
U.S. Department of the Interior

Office of Special Park Uses
Golden Gate National Recreation Area



History

The Fort Mason Officers' Club was originally built as a civilian residence in 1855. From 1863 to 1943, it housed the Commanding General of the Pacific. The Officer's Club is comprised of a large dining room, a grand ballroom, and a spacious bar/lounge, each with stunning views of the Bay, Aquatic Park, and Alcatraz. The main lobby is equipped with a central sitting area, two fireplaces, leather chairs and couches, and a crystal chandeliers.

The Fort Mason Officers' Club, once restricted to military personnel, is now available to the general public. The Office of Special Park Uses (OSPU) is here to ensure your special event runs smoothly in a manner that complies with conditions of the National Park Service and the preservation of the national historic structure. Please read the rules and regulations to determine if they will correspond with your event plans.

Facilities



Capacity

- Dining room - 116 seated or 220 standing
- Ballroom - 103 seated or 221 standing
- Funston room - 24 seated
- Bar/Lounge - 60 seated or 100 standing
- Front lawn & back lawn - 200 each lawn

Accessibility

Non ADA wheelchair ramp at side entrance. Men's restroom is downstairs and not wheelchair accessible.

Tables and chairs (use included in cost)

- 110 chairs
- 100 tables (various sizes)

Kitchen

There is no range top cooking, grilling or oven baking allowed. All food must come from a catering company and be cooked off site. Kitchen is equipped with:

- 2 refrigerators
- 2 sinks
- counter tops
- serving prep room

Bar: Alcohol service requires an ABC certified caterer.

Parking: Parking is available to all park visitors on a 1st come 1st served basis. Generally parking is available on weekends, but is not guaranteed. A map of available parking areas will be provided.

Reservations

We accept reservations up to one year in advance. To place a date on hold, call the OSPU at (415) 561-4371. At this time your request will be entered on to our event calendar and the date will be held for two weeks. Our office must receive the application and \$2250.00 administrative cost by the end of the two-week period or the date will be released. Upon receipt of the application and cost a Special Uses Permit (SUP) will be mailed or faxed to you. The remaining balance is due two months prior to the event.

A tour of the Fort Mason Officers' club is by appointment only and may be scheduled Monday - Friday, 8 am to 5 pm.

For more information please contact Vajra Granelli by phone at (415) 561-4371 or by email at: vajra_granelli@nps.gov

Rules and Regulations



Officers’ Club Access: The Officers' Club may be scheduled for a maximum of 10 hours ending at midnight. Hours specified in the SUP are the *only* hours when Permittee; guests and those associated with the event can be in the Officers' Club. Set-up, breakdown, photos, meetings or pre/after parties will not be allowed prior to or after the hours specified in the SUP. Please plan accordingly.

Set-up and Breakdown: Permittee is responsible for all set up and breakdown, which includes but is not limited to decorations, trash, food, linens, bar supplies, and kitchen clean up within the time specified in the SUP. Permittee will be billed \$150 per hour for any hours after midnight.

Certificate of Insurance: A \$1-million Certificate of Insurance is required and should list the United States, GGNRA, Bldg. 201 Fort Mason, San Francisco, CA 94123, as *additionally insured* for the date(s) of the event or activity. This liability coverage includes operations, personal injury, product liability, property damage and loss, and other necessary categories in the permit.

Items Not Permitted in the Officers’ Club or on Parkland: To protect parklands and wildlife, the releasing of balloons, doves or butterflies and the throwing of rice, birdseed, flower petals or other natural or artificial materials is not allowed.

Use of Candles: All fire, candles, and all other forms of open flames are prohibited in the Officers' club and on parklands.

Music: Amplified music is allowed inside and outside. Music must not exceed 85 decibels at the edge of the Officers' Club lawn.

Smoking: Smoking is prohibited inside the Officers' Club. Smoking is allowed outside of the Officers' Club, Permittee must supply butt cans.

Decorations: The use of tape, staples, tacks or nails to affix any materials or decorations to the Officers' Club is not allowed. This includes but is not limited to walls, doors, and windows. Affixing directional signage to existing buildings, property, signs, poles or plants is not allowed. Any posted signs will be removed immediately by park personnel. The Office of Special Park Uses will be happy to provide you with written directions and maps.

Any and all decorations must be discussed prior to the issuance of the SUP. We recommend that you use self-standing arrangements for decorations.

Costs

Total Cost: **\$3,000 - \$4,000**
(see following for cost breakdown)

Administrative Cost for Building Buyout for a maximum of ten hours use of the Officers' Club ending at midnight. **\$2,250**
(includes dining room, ballroom, Funston room, bar, Kitchen, lounge)

Management Costs

- Building Buyout **\$750**
- Building Buyout + 1 Lawn **\$1250**
- Building Buyout + 2 Lawns **\$1750**

Additional Hours: Additional hours before the time specified in the SUP for an event may be scheduled at \$100/hour. Events must end at midnight.

Cancellations and Refunds:

- \$500.00 of the administrative cost is non-refundable (no exceptions).
- If reservation is cancelled at least 30 days prior to scheduled event: \$1750 of the administrative cost and \$750 management cost will be refunded.
- If the reservation is cancelled less than 30 days prior to the scheduled event (no exceptions): The total \$2250 administrative cost is non-refundable; however, the \$750 management cost will be refundable.